



**Town of Bethany Beach**

**FY 2018 Budget**

**Approved March 17, 2017**

**Town of Bethany Beach  
FY 2018 Budget  
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# **Town of Bethany Beach FY 2018 Budget Overview**

## **Budgetary Process**

The budget is prepared by the Town Manager in conjunction with the Finance Director and Department Managers. Department requests are discussed with an emphasis on minimizing waste while ensuring that employees have the tools needed to meet operational needs. The town-wide budget is compiled into a draft budget and submitted to the Budget and Finance Committee for review.

The purpose of the Budget and Finance Committee is to provide assistance and guidance to the Town Manager and staff leading to the development, drafting and review of the Town's annual budget, both short-term and long-term. The committee reviews the proposed budget and schedule of fees, conducts mid-year reviews comparing the budget to actual results and makes recommendations regarding budget adjustments. The Town's Fund Balance Policy gives direction to the Budget Committee regarding the appropriate level of Operating, Capital Replacement and specific reserves in each fund. The Budget Committee holds meetings, which are open to the public, generally in the months of January, February, March, July and October to accomplish these tasks.

The budget is presented to the Town Council in March. The Town Council reviews the budget and holds a public hearing to allow the public to provide input. The Council then votes to approve the budget or request specific changes. This vote usually occurs at the March Town Council meeting. Fiscal year 2018 runs from April 1, 2017 to March 31, 2018.

## **Budget Segments**

The General Fund is the largest segment of the Town's budget and encompasses all Town services except for the Sanitation and Water Departments. The three main funding sources are property taxes, rental taxes and parking. The largest portion of funds goes to Public Safety which includes the Police Department and Beach Patrol (lifeguards). The second largest portion of funds goes to Public Works that includes Streets & Parks, Stormwater and maintenance of the Beach, Boardwalk and Comfort Station.

The Sanitation Department is a stand-alone Enterprise Fund. This means that it is a self-supporting department so that sanitation fees are used only for sanitation related expenses. The Sanitation Department's main operational costs are for personnel and for disposal fees charged by the Delaware Solid Waste Authority. Reserves are maintained for the replacement of trash trucks.

The Water Department is also a stand-alone Enterprise Fund. The operational and capital needs of the town water system are funded entirely through water specific revenue. Water services are priced with a goal of fully funding the current and future water service needs of the town. The Water Department's main operational cost is personnel followed by the chemicals needed to treat the water and then the electricity needed to run the equipment.

The Water Department Debt Service Fund is funded through a Sinking Fund Fee. This fee is charged to all properties based on front footage. Monies raised from this fee are restricted to use for repayment of the principal and interest of Water Department debt.

## Town of Bethany Beach FY 2018 Budget

### General Fund

Projected cash, receivables & investments at start of FY 2018	7,462,000
FY 2018 Revenue Budget	6,808,000
Total Available Funding	<u>14,270,000</u>
 FY 2018 Operating Budget	 5,831,000
FY 2018 Capital & Debt Service Budget	760,000
Capital projects remaining & budgeted in prior fiscal years	375,000
Committed for unfunded contingencies	100,000
Committed for post-employment health care benefit	52,000
Committed for Cultural and Historic Committee	35,000
Committed for Storm Emergency Relief Fund	1,067,000
Committed for Capital Replacements - recommended range \$3,648,000 to \$6,996,000	5,175,000
Operating Reserve - recommended range of 15% to 30% of the Operating Budget	875,000
Total Allocation of Projected Funds	<u>14,270,000</u>

### Sanitation Department

Projected cash, receivables & investments at start of FY 2018	850,000
FY 2018 Revenue Budget	980,000
Total Available Funding	<u>1,830,000</u>
 FY 2018 Operating Budget	 808,000
FY 2018 Capital Budget	-
Capital projects remaining & budgeted in prior fiscal years	-
Committed for Capital Replacements - recommended range \$560,000 to \$1,120,000	901,000
Operating Reserve - recommended range of 15% to 30% of the Operating Budget	121,000
Total Allocation of Projected Funds	<u>1,830,000</u>

### Water Department Operating & Capital

Projected cash, receivables & investments at start of FY 2018	1,850,000
FY 2018 Operating Revenue Budget	1,288,000
FY 2018 Impact Fee Revenue Budget	100,000
Total Available Funding	<u>3,238,000</u>
 FY 2018 Operating Budget	 1,132,000
FY 2018 Capital Budget	100,000
Capital projects remaining & budgeted in prior fiscal years	100,000
Committed for post-employment health care benefit	299,000
Committed for replacement of filter media	350,000
Committed for Capital Replacements - recommended range \$961,000 to \$2,315,000	1,087,000
Operating Reserve - recommended range of 15% to 30% of the Operating Budget	170,000
Total Allocation of Projected Funds	<u>3,238,000</u>

### Water Department Debt Service

Projected cash, receivables & investments at start of FY 2018	21,000
FY 2018 Sinking Fund Revenue Budget	246,000
Total Available Funding	<u>267,000</u>
 FY 2018 Debt Service Budget	 246,000
Funds reserved for future Debt Service payments	21,000
Total Allocation of Projected Funds	<u>267,000</u>

**Town of Bethany Beach  
FY 2018 Revenue Budget**

<b>General Fund</b>	<b>FY 2015 Actual Revenue</b>	<b>FY 2016 Actual Revenue</b>	<b>FY 2017 Approved Budget</b>	<b>FY 2017 Revenue thru 2/28</b>	<b>FY 2018 Approved Budget</b>
Property Taxes:					
Property Taxes	1,741,940	1,770,788	1,870,000	1,888,339	1,895,000
Penalties	3,866	5,253	4,000	6,409	5,000
	<u>1,745,806</u>	<u>1,776,040</u>	<u>1,874,000</u>	<u>1,894,748</u>	<u>1,900,000</u>
Real Estate Transfer Taxes	822,846	710,089	550,000	1,014,567	550,000
Rental Real Estate Taxes	1,044,036	1,149,424	1,272,000	1,344,835	1,470,000
Licenses, Permits & Fees:					
Concession Fees	56,430	62,049	62,000	75,651	73,000
Business Licenses	126,745	129,355	135,000	127,160	135,000
Commercial Rental Licenses	5,600	5,900	6,000	6,000	6,000
Residential Rental Licenses	39,400	39,200	39,000	37,350	39,000
Franchise Fees	94,172	96,308	100,000	99,260	100,000
Building Permits	939,530	423,466	250,000	415,201	300,000
Shuttle Permits	36,100	40,773	42,000	45,600	42,000
Trolley Fees	10,879	10,273	11,000	10,151	11,000
Trolley Advertising	1,500	1,500	2,000	1,500	2,000
Variance/Public Hearing Fees	525	3,125	1,000	4,150	1,000
	<u>1,310,881</u>	<u>811,950</u>	<u>648,000</u>	<u>822,023</u>	<u>709,000</u>
Parking:					
Parking Permits - Annual	100,430	106,100	105,000	111,845	105,000
Parking Permits - Daily/Weekly	22,844	25,290	26,000	26,456	26,000
Parking Pay Stations & Meters	1,178,566	1,591,780	1,620,000	1,621,031	1,620,000
Parking Fines	230,978	180,055	175,000	236,547	215,000
	<u>1,532,817</u>	<u>1,903,225</u>	<u>1,926,000</u>	<u>1,995,880</u>	<u>1,966,000</u>
Police:					
Police Department Misc. Revenue	12,419	17,687	15,000	12,406	15,000
Traffic Fines - Alderman Court	69,800	89,119	80,000	66,683	80,000
Traffic Fines - State Court	8,840	8,253	10,000	5,643	10,000
	<u>91,059</u>	<u>115,059</u>	<u>105,000</u>	<u>84,733</u>	<u>105,000</u>
Contributions & Miscellaneous:					
Grass Fees	770	600	1,000	2,060	1,000
Junior Lifeguard Program Revenue	12,355	11,475	12,000	12,705	12,000
Contributions Private Source	4,700	8,617	3,000	10,602	3,000
Contributions for Cultural & Historic Affairs	17,690	19,326	17,000	130	17,000
Contributions for Fourth of July Parade	8,938	6,029	6,000	6,190	6,000
Miscellaneous Revenues	1,936	1,016	3,000	1,124	3,000
Returned Check Fees	70	70	-	-	-
Insurance Proceeds	63,112	-	-	-	-
Proceeds from Sale of Fixed Assets	7,472	8,990	-	3,315	-
	<u>117,043</u>	<u>56,122</u>	<u>42,000</u>	<u>36,125</u>	<u>42,000</u>
Interest Income:					
Interest Income	31,901	42,136	36,000	57,413	66,000
	<u>31,901</u>	<u>42,136</u>	<u>36,000</u>	<u>57,413</u>	<u>66,000</u>
<b>General Fund Revenue Total</b>	<b>6,696,389</b>	<b>6,564,046</b>	<b>6,453,000</b>	<b>7,250,325</b>	<b>6,808,000</b>
		Change from prior fiscal year		355,000	5.5%

**Town of Bethany Beach  
FY 2018 Revenue Budget**

	<b>FY 2015 Actual Revenue</b>	<b>FY 2016 Actual Revenue</b>	<b>FY 2017 Approved Budget</b>	<b>FY 2017 Revenue thru 2/28</b>	<b>FY 2018 Approved Budget</b>
<b>Sanitation Department</b>					
Sanitation Fees:					
Refuse Fees	815,638	820,180	820,000	821,005	968,000
Penalties	2,289	3,059	2,000	3,202	2,000
Refuse Fees - Special	580	540	1,000	520	1,000
Interest	4,709	6,990	5,000	8,715	9,000
Sales of Fixed Assets	-	-	-	16,110	-
<b>Sanitation Revenue Total</b>	<b>823,217</b>	<b>830,769</b>	<b>828,000</b>	<b>849,552</b>	<b>980,000</b>
		Change from prior fiscal year		152,000	18.4%
 <b>Water Department Operating Revenue</b>					
Water Usage:					
Water Usage - In Town	729,324	857,592	890,000	565,091	890,000
Water Usage - Salt Pond	208,034	252,850	265,000	161,062	255,000
Water Usage - Savannah's Landing	61,736	73,603	66,000	42,887	76,000
Water Usage - Other	28,768	21,247	20,000	13,004	20,000
Penalties	4,434	4,722	4,000	5,442	4,000
	1,032,297	1,210,014	1,245,000	787,485	1,245,000
Other Fees & Interest:					
Miscellaneous Revenues	107	238	1,000	811	1,000
Interest Income	7,503	8,715	8,000	11,288	12,000
Tap Ins	5,735	5,535	3,000	5,500	3,000
Meter Reimbursements	27,534	17,690	18,000	18,383	18,000
Cut Off Fees	11,925	10,375	8,000	8,101	8,000
Inspection Fees	1,470	875	1,000	875	1,000
Delinquent On/Off Charges	1,448	201	-	-	-
Returned Check fee	-	-	-	70	-
	55,722	43,628	39,000	45,028	43,000
<b>Water Operating Revenue Total</b>	<b>1,088,018</b>	<b>1,253,642</b>	<b>1,284,000</b>	<b>832,513</b>	<b>1,288,000</b>
				4,000	0.3%
<b>Water Impact Fee Capital Revenue</b>	<b>278,447</b>	<b>96,873</b>	<b>100,000</b>	<b>76,546</b>	<b>100,000</b>
				-	0.0%
 <b>Water Debt Service Revenue</b>					
Sinking Fund Fees:					
Sinking Fund - Town	188,638	188,420	189,000	188,416	189,000
Sinking Fund - Salt Pond	40,710	40,611	40,000	40,611	40,000
Sinking Fund - Savannah's Landing	13,478	13,478	14,000	13,478	14,000
Sinking Fund - Other	3,468	3,467	3,000	3,467	3,000
<b>Water Debt Service Revenue Total</b>	<b>246,294</b>	<b>245,976</b>	<b>246,000</b>	<b>245,971</b>	<b>246,000</b>
		Change from prior fiscal year		-	0.0%
 <b>Town-Wide Revenue</b>	<b>9,132,364</b>	<b>8,991,306</b>	<b>8,911,000</b>	<b>9,254,906</b>	<b>9,422,000</b>
		Change from prior fiscal year		511,000	5.7%

**Town of Bethany Beach  
FY 2018 Operating Budget**

	<b>FY 2015 Actual Expended</b>	<b>FY 2016 Actual Expended</b>	<b>FY 2017 Approved Budget</b>	<b>FY 2017 Expended thru 2/28</b>	<b>FY 2018 Approved Budget</b>
<b>General Fund</b>					
Administration & Trolley	885,800	992,891	983,000	978,422	1,057,000
Public Safety:					
Police	1,319,191	1,374,532	1,476,000	1,328,679	1,575,000
Parking	458,159	483,122	521,000	513,191	571,000
Alderman Court	50,625	53,103	57,000	47,598	59,000
Beach Patrol	517,196	537,084	583,000	486,241	583,000
	<u>2,345,172</u>	<u>2,447,842</u>	<u>2,637,000</u>	<u>2,375,709</u>	<u>2,788,000</u>
Public Works:					
Streets and Parks	769,853	844,358	858,000	749,585	900,000
Stormwater Management	153,594	107,459	185,000	78,658	185,000
Beach, Boardwalk, & Comfort St.	314,199	289,080	291,000	307,163	307,000
	<u>1,237,646</u>	<u>1,240,896</u>	<u>1,334,000</u>	<u>1,135,406</u>	<u>1,392,000</u>
Building Official / Code Enforcement	229,067	242,137	259,000	238,828	261,000
Bandstand & Entertainment	224,324	237,696	256,000	225,037	283,000
Cultural & Historic Affairs	14,473	10,609	20,000	4,572	20,000
Fourth of July Parade	21,932	23,957	30,000	21,631	30,000
Total General Fund Operating Costs	4,958,414	5,196,029	5,519,000	4,979,606	5,831,000
			Change from prior year budget		312,000
					5.7%
<b>Sanitation Fund</b>	677,846	713,678	776,000	643,693	808,000
			Change from prior year budget		32,000
					4.1%
<b>Water Fund</b>	962,959	987,984	1,087,000	934,680	1,132,000
			Change from prior year budget		45,000
					4.1%
<b>Town-Wide Operating Budget</b>	6,599,219	6,897,690	7,382,000	6,557,979	7,771,000
			Change from prior year budget		389,000
					5.3%

**Town of Bethany Beach**  
**FY 2018 Operating Budget by Expenditure Type**

	<b>Full-Time Employees</b>	<b>Personnel</b>	<b>Supplies</b>	<b>Contract Services</b>	<b>Operations</b>	<b>Minor Capital</b>	<b>Total</b>
<b>General Fund</b>							
Administration	4.40	523,000	28,000	385,000	67,000	54,000	1,057,000
Public Safety:							
Police	11.70	1,292,000	55,000	142,000	33,000	53,000	1,575,000
Parking	2.70	271,000	7,000	262,000	3,000	28,000	571,000
Alderman Court	0.50	54,000	2,000	2,000	-	1,000	59,000
Beach Patrol	-	489,000	30,000	19,000	29,000	16,000	583,000
Public Works:							
Streets and Parks	5.25	478,000	102,000	264,000	2,000	54,000	900,000
Stormwater Management	0.50	44,000	36,000	98,000	2,000	5,000	185,000
Beach, Boardwalk, & Comfort St.	0.25	135,000	41,000	115,000	1,000	15,000	307,000
Building Official / Code Enforcement	2.50	231,000	5,000	18,000	3,000	4,000	261,000
Bandstand & Entertainment	1.00	108,000	4,000	161,000	-	10,000	283,000
Cultural & Historic Affairs	-	-	-	-	20,000	-	20,000
Fourth of July Parade	-	-	-	-	30,000	-	30,000
<b>General Fund Total</b>	<b>28.80</b>	<b>3,625,000</b>	<b>310,000</b>	<b>1,466,000</b>	<b>190,000</b>	<b>240,000</b>	<b>5,831,000</b>
		63%	5%	25%	3%	4%	
<b>Sanitation Fund</b>	<b>4.60</b>	<b>455,000</b>	<b>35,000</b>	<b>298,000</b>	<b>3,000</b>	<b>17,000</b>	<b>808,000</b>
		57%	4%	37%	0%	2%	
<b>Water Fund</b>	<b>4.60</b>	<b>575,000</b>	<b>151,000</b>	<b>397,000</b>	<b>4,000</b>	<b>5,000</b>	<b>1,132,000</b>
		52%	13%	35%	0%	0%	
<b>Town-Wide Total</b>	<b>38.00</b>	<b>4,655,000</b>	<b>496,000</b>	<b>2,161,000</b>	<b>197,000</b>	<b>262,000</b>	<b>7,771,000</b>
		60%	6%	28%	3%	3%	



**Town of Bethany Beach**  
**FY 2018 Capital and Debt Service Budget Summary**

	<b>FY 2017 Approved Budget</b>	<b>FY 2017 Expended thru 2/28</b>	<b>FY 2017 Carryover to FY 2018</b>	<b>FY 2018 Approved Budget</b>
<b>General Fund</b>				
Administration & Trolley	-	-	-	-
Police	20,000	10,025	-	-
Parking	-	-	-	-
Beach Patrol	-	-	-	-
Streets and Parks	948,000	406,256	375,000	443,000
Stormwater Management	-	-	-	15,000
Beach, Boardwalk, & Comfort St.	140,000	119,870	-	60,000
Building Official	-	-	-	-
Bandstand & Entertainment	-	-	-	-
Cultural / Historic & Parade	-	-	-	-
<b>General Fund Capital</b>	<b>1,108,000</b>	<b>536,151</b>	<b>375,000</b>	<b>518,000</b>
 <b>General Fund Debt Service</b>	 <b>253,000</b>	 <b>228,166</b>	 <b>-</b>	 <b>242,000</b>
 <b>Sanitation Fund Capital</b>	 <b>220,000</b>	 <b>194,040</b>	 <b>-</b>	 <b>-</b>
 <b>Water Fund Capital</b>	 <b>310,000</b>	 <b>209,484</b>	 <b>100,000</b>	 <b>100,000</b>
 <b>Water Fund Debt Service</b>	 <b>246,000</b>	 <b>231,870</b>	 <b>-</b>	 <b>246,000</b>
 <b>Town-Wide Capital &amp; Debt Budget</b>	 <b>2,137,000</b>	 <b>1,399,711</b>	 <b>475,000</b>	 <b>1,106,000</b>

**Town of Bethany Beach  
FY 2018 Capital and Debt Service Budget Detail**

<b>General Fund</b>		<b>FY 2017 Carryover to FY 2018</b>	<b>FY 2018 Approved Budget</b>	<b>FY 2018 Total Funding</b>
Streets	Road and alley work not covered by the Municipal Street Aid grant	25,000	200,000	225,000
Land & Building	Improvements to the Blackwater Road property to use for storage and minimal office space	300,000	140,000	440,000
Equipment	Replacement of a mosquito sprayer	12,000	3,000	15,000
Parks & Improvements	Park development	38,000	100,000	138,000
Streets and Parks Total		<b>375,000</b>	<b>443,000</b>	<b>818,000</b>
Land & Building	Repair and replace pilings on town owned property near Tingle and Evans	-	15,000	15,000
Stormwater Total		<b>-</b>	<b>15,000</b>	<b>15,000</b>
Land & Building	Replace roof on Comfort Station	-	60,000	60,000
Beach, Boardwalk, & Comfort Station Total		<b>-</b>	<b>60,000</b>	<b>60,000</b>
<b>Total General Fund Capital Budget</b>		<b>375,000</b>	<b>518,000</b>	<b>893,000</b>
Debt Service	Payment plan on Garfield Parking Lot purchase	-	242,000	242,000
<b>Total General Fund Debt Service Budget</b>		<b>-</b>	<b>242,000</b>	<b>242,000</b>
<b>Water Fund</b>				
Machinery & Equipment	Replacement of equipment as needed	-	50,000	50,000
Water Systems	Distribution system repair work as needed, including South Atlantic Avenue	100,000	50,000	150,000
<b>Total Water Department Capital Budget</b>		<b>100,000</b>	<b>100,000</b>	<b>200,000</b>
Debt Service	Water Tower loan repayments.	-	246,000	246,000
<b>Total Water Department Debt Service Budget</b>		<b>-</b>	<b>246,000</b>	<b>246,000</b>

**Town of Bethany Beach  
FY 2018 Special Funds (Grants) Budget**

	<b>FY 2017 Total Budget</b>	<b>FY 2017 Actually Awarded</b>	<b>FY 2017 Expended thru 2/28</b>	<b>FY 2017 Total Remaining</b>	<b>FY 2018 Approved Budget</b>
Municipal Street Aid Street Repair (MSA)	109,000	107,499	14,852	92,647	108,000
Economic Development & Infrastructure	-	-	-	-	-
Sussex County Beach Wheelchair grant	-	1,000	-	1,000	-
Police Retirement Plan	44,000	44,574	40,860	3,714	45,000
Office of Highway Safety (OHS)	5,000	14,532	14,532	-	5,000
Criminal Justice Council (CJC)	5,000	-	-	-	5,000
Sussex County Police Vehicle	25,000	25,000	25,000	-	25,000
Bulletproof Vest Grant	-	550	550	-	-
State Aid to Local Law Enforcement (SALLE)	5,000	4,820	4,820	-	5,000
Emergency Illegal Drug Enforcement (EIDE)	5,000	3,932	3,932	-	5,000
Fund to Combat Violent Crime	20,000	23,400	15,224	8,176	20,000
Special Law Enforcement Assistance Funds (SLEAF)	-	12,616	12,616	-	-
<b>Total Grant Budget</b>	<b>218,000</b>	<b>237,923</b>	<b>132,386</b>	<b>105,537</b>	<b>218,000</b>

**Town of Bethany Beach  
FY 2018 Schedule of Fees**

**ADMINISTRATIVE FEES:**

(ALL FEES SHOULD BE PREPAID AT TIME OF ORDER)

Copy of Town Code	100.00
Copy Zoning Code	25.00
Copy of Subdivision Code	25.00
Copy of Town Charter	25.00
Copy of Comprehensive Development Plan	25.00
Copy of Town Map (Full Size)	10.00
Copy of Town Map (Reduced Size)	1.00
Copy of Water Line Specifications	10.00
Copy of Street Specifications	10.00
Annual Subscription Fee for Entire Code	50.00
Annual Subscription Fee for Zoning Code	25.00
Annual Subscription Fee for Subdivision Code	10.00
Property Owner Address printed labels or listing (Tax List)	150.00
Property Owner Address on disc or email (Tax List)	50.00
Property Owner Address printed labels for Candidates only (Voter List)	25.00
Tax List (Other)	100.00
Photocopies (Per Page, Per Side)	1.00
Fax Service (1 to 3 Pages)	5.00
Return Check Fee	35.00

**APPLICATIONS TO TOWN COUNCIL:**

Application for Rezoning	250.00
Request for Zoning Code Amendment	300.00

**APPLICATIONS TO PLANNING COMMISSION:**

Application for Land Combining	175.00
Application for Land Partitioning	175.00
PRDs and Minor Residential Subdivisions	\$500 plus \$250 per dwelling
Major Residential Subdivisions	\$1,000 plus \$250 per dwelling

**ADDITIONAL COSTS:**

For all Planned Residential Developments, major and minor subdivisions and all construction projects that require engineering reviews, making periodic inspections or both, the applicants shall make a cash deposit in an amount to be determined by the Building Inspector for the purpose of covering all costs and expenses incurred by the Town of Bethany Beach in using any outside consultant or resource (engineer, scientists, consultant, etc.) in considering, examining, reviewing and making reports and recommendations concerning the plan, as submitted, or making inspections during construction. Upon the final review and approval of the submitted plans, but prior to the issuing of a building permit, the Building Inspector shall determine the costs which have been incurred by the Town for any outside consultant or resource and shall deduct those costs from the deposit made by the applicant(s). If the deposit exceeds the costs incurred by the Town, the Building Inspector shall refund the remaining funds to the applicant(s) without interest. If the deposit is less than the costs incurred by the Town, the applicant(s) shall pay the difference to the Town prior to the issuance of any approval for construction by any Town Official, Committee, or Commission.

**APPLICATION FOR BOARD OF ADJUSTMENTS:**

Application for Home Occupation	50.00
Basic Application to the Board	525.00
Application requiring Town Solicitor review	1,200.00
Application requiring Town Solicitor and court stenographer	2,000.00

**BUILDING PERMITS:**

Building Permit Fee	3%
Based on actual construction costs, but in an amount not less than the cost computed by the International Code Council's square foot construction cost standard (R-3 VB), if applicable. Charged on all commercial and residential primary buildings, accessory buildings, and improvements to an existing open deck, screen porch, accessory building or patio by adding walls and/or roof to become enclosed living space.	
Fee for renovations and retrofits is based on actual construction costs, but in an amount not less than the cost computed by the ICC's square foot construction cost standard (R-3 VB) if applicable.	

**Town of Bethany Beach  
FY 2018 Schedule of Fees**

Building Permit Fee - 501 (c)(3) organizations with proper documentation	19%
Based on actual construction costs, but in an amount not less than the cost computed by the International Code Council's square foot construction cost standard (R-3 VB), if applicable. Charged on all commercial and residential primary buildings, accessory buildings, and improvements to an existing open deck, screen porch, accessory building or patio by adding walls and/or roof to become enclosed living space	
Fee for renovations and retrofits is based on actual construction costs, but in an amount not less than the cost computed by the ICC's square foot construction cost standard (R-3 VB) if applicable.	
Publicly funded organizations offering a public service (Bethany Beach Volunteer Fire Company and South Coastal Library) are exempt from Building Permit Fees.	
Building an Open Deck, Patio - Gross floor area of attached or unattached open deck with area open to sky	0.50/sq. foot
Repairs	
\$30.00 for 1st \$1,000 or fraction thereof	30.00
\$10.00 per additional \$1,000 of value or fraction thereof	10.00
All Other Permits	
Relocation of dwelling unit	100.00
Demolition of any building or structure	50.00
Fence, permanent subdivision sign, driveway and sidewalk	50.00
Private swimming pool permit	30.00
Public swimming pool permit	60.00
Bulkheads, docks, and ramps, installation of new or removal of existing to replace with new	50.00
GCL Heat Exchange Well System	50.00
Signs	0.50/sq. foot
Minimum Permit Fee	30.00
MERCANTILE LICENSE FEES:	
Business License (may purchase up to 3 years for \$180 per year)	180.00
Rental License, Commercial or Residential. Residential license will not be issued without notarized safety certificate	50.00
Administrative fee for failure to obtain a license by the renewal due date.	50.00
Rental tax on gross rental receipts on Commercial and Residential rentals - effective on rentals after September 2016	7.00%
Rental tax on gross rental receipts on rentals subject to State Accommodations Tax - effective on rentals after April 2016	3.25%
OTHER FEES:	
Shuttle Bus Permit (shuttle with seating capacity of 11 or more)	7,000.00
Shuttle Bus Permit (shuttle with seating capacity of 10 or less)	3,500.00
Shuttle Rider Fee	0.25
Backhoe and Operator (minimum charge per hour)	80.00
Permit for Portable on Demand Storage Unit (POD) or similar temporary storage, personal use	25.00
Permit or permit renewal for Portable on Demand Storage Unit (POD) or similar temporary storage, construction	50.00
POLICE DEPARTMENT:	
Document Fee	18.50
PARKING DEPARTMENT:	
Parking meter rate per hour	2.00
Pay Station fee. Charged per transaction at a parking pay station. Waived for cash payment.	0.50
Booting of vehicle for non-payment of parking fines	45.00
Collection agency fee. Assessed when unpaid parking tickets are turned over to a collection agency.	20.00
PARKING PERMITS:	
RESIDENTIAL PROPERTY OWNERS	
1st Permit	N/C
2nd Permit (No more than 2 permits will be issued per property)	35.00
Replacement Permits	50.00
C-1 BUSINESS LICENSE HOLDER	
Each Permit	50.00
Parking Meter Permits - Gold - In Town business owners only, excludes 2 hour meters and handicapped (Limit 2).	350.00
Parking Meter Permits - Platinum - In Town business owners only, any metered space except handicapped (Limit 1).	1,000.00
VISITOR & CONSTRUCTION PARKING PERMITS	
1-day	27.00

**Town of Bethany Beach  
FY 2018 Schedule of Fees**

3-day	79.00
7-day	183.00

**PROPERTY MAINTENANCE:**

Administrative fee -Violation of Town Code @ Property Maintenance (Per Lot)	First Offense	200.00
Administrative fee -Violation of Town Code @ Property Maintenance (Per Lot)	Second Offense	400.00
Administrative fee -Violation of Town Code @ Property Maintenance (Per Lot)	Additional Offenses	600.00

**REAL PROPERTY TRANSFER TAX:**

1.5% of Gross Sales Price

**TAX RATE :**

Per \$100 of Town of Bethany Beach Assessed Value (100% of Assessed value)	0.185
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**TRASH FEES:**

4 yard dumpster	2,030.00	*
3 yard dumpster	1,710.00	*
2 yard dumpster	1,310.00	*
Commercial: Flat Rate Per Unit	460.00	*
Residential: Flat Rate Per Unit	330.00	*
Special Trash or yard waste collection (minimum charge)	47.00	*

**WATER BOND SINKING FUND**

Per Front Footage	1.07
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**WATER SERVICES:**

In Town Flat Rate per year	150.00
0 - 10,000 gallons used	4.50/1000 gal
10,001 - 40,000 gallons used	5.50/1000 gal
over 40,000 gallons used	6.50/1000 gal
Out of Town - \$5.50/1000 Gallons of Usage, Flat Rate (Connection Charge) \$180/year for 5/8" Meter	6.50/220.00
Check meter accuracy (will be refunded if meter is defective)	35.00
Water turn on or off at meter (during regular Water Department service hours)	25.00
Water turn on or off at meter (after regular Water Department service hours or on holidays)	150.00
Water turn off at meter for non-payment	100.00
Additional fee for restoring water service after regular Water Department service hours or on holidays	150.00
Water Meter	Cost plus 20%
Water Department Inspection Fee	35.00
Install a tap into town water main with installation of lateral and curb stop	700.00 - 1,200.00
All costs associated with new or "re-taps" into the Bethany Beach water system will be borne by the property owner	
Water Impact Fee applicable to new construction and reconstruction	5,250.00

For meters in excess of 1" the following multiplier table is used to calculate the fee for residential and commercial properties:

Meter Type	Meter Size	Maximum Rate (GPM)	Ratio to 1" meter
Simple	1"	25	1.0
Simple	1.5"	50	2.0
Simple	2"	80	3.2
Compound	2"	160	6.4
Turbine	2"	200	8.0
Compound	3"	350	14.0
Turbine	3"	450	18.0
Compound	4"	700	28.0
Turbine	4"	1200	48.0
Compound	6"	1400	56.0
Turbine	6"	2500	100.0
Compound	8"	2000	80.0
Turbine	8"	4000	160.0
Turbine	10"	6500	260.0

Buildings being demolished and rebuilt that were originally built during or after 1989 will be given a credit of \$1,250 representing the previously

**Town of Bethany Beach  
FY 2018 Schedule of Fees**

charged Water Impact Fee	
Additional fee for renovations and additions to current structures	1.50/sq. foot
Sale of water to noncustomers (metered) \$7.50 @ 1000 Gallons - Minimum of fee of \$25.00 (One day advanced notice required)	

**ALDERMAN COURT**

Basic court cost	20.00
Additional court security fee per violation	2.00
Additional fee for appearance before the Alderman for traffic or town ordinance violations (per violation)	20.00
Appearance before the Alderman for parking tickets	10.00
Issuance of capias/bench warrant	15.00
Returned check fee (state mandated)	30.00
Additional fee for deferred payment plan	25.00
Additional fee for probation before judgement agreement, per case	10.00

**AMBULANCE SERVICE FEE**

The Town collects an annual fee for the Bethany Beach Volunteer Fire Department, which performs the ambulance service.	
The amount charged is based on the financial history and projections of the ambulance service.	53.00

\* Change in fee amount